

Reading: Roles and Responsibilities of Key Players

When all the teams are established, the sponsor and steering committee must make sure that they continually communicate with each other, to:

- Share all information they discover.
- Check interpretations to be sure they are consistent.
- Monitor progress of the others.
- Synchronize timing of their efforts.
- Encourage each other to keep moving forward.
- Avoid redundancy of work efforts.
- Minimize confusion about what is happening.
- Prevent the need for rework in the future.
- Be sure everyone is still heading in the same direction.
- Constant communication also helps people manage the normal stress of uncertainty created by change.

